



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	STAFF EPIDEMIOLOGIST-GENERALIST
Posting Number	PN# 112332
Department	Health & Human Services Department
Division	Office of Surveillance and Public Health Prep.
Section	Epidemiology/Surveillance
Reporting Location	8000 N Stadium Drive 4 th floor
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

A plan, designs, conducts and coordinates epidemiological investigations of disease and Bioterrorism-related activities. Implements and evaluates disease surveillance, control, and intervention activities. May report to either Epidemiologist Manager or Epidemiologist Supervisor, depending on area of expertise.

CORE FUNCTIONS

- Plans, designs, and conducts epidemiological studies of infectious and chronic morbidity and mortality. Designs special studies to examine immigrant and minority health disparities in communities. Coordinates the analysis and publication of public health data reports and studies. Recommends control and intervention activities. Reports to the Epidemiologist Manager.
- Conducts special investigations, cross-sectional and quasi-experimental studies on health issues of small community, especially immigrant and minority populations, in Houston. Responsible for study design, methodology, monitoring of IRB approval processes, data collection, analysis, progress reports, and publication of findings.
- Coordinates development of materials for training, as well as trains, maintains a ready corps of community assessment staff. Designs and implements community-based health and needs assessments and coordinates the analysis and publication of reports.
- Coordinates the research of and acquisition of necessary data from public and private sources to develop and publish standard community health profiles for Houston area communities.
- Designs and coordinates disease cluster investigations in communities. Ensure the timely submission of reports on such investigations and recommends control and intervention activities.
- Develops collaborations with allied public and private health and social services agencies to improve access to communities, and community-level health indicator data. Performs other duties as assigned by supervisor or Assistant Director.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's degree in Epidemiology or in Public Health with emphasis in Epidemiology or related biological, medical or public health fields. Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

MINIMUM EXPERIENCE REQUIREMENTS None

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES

- Bilingual or multilingual skills are a plus, as are experience with and knowledge of immigrant populations and their communities in Houston. Exceptional communication skills and ability to work in a culturally sensitive manner with immigrant and minority populations is a must.
- Prior experience in supervision or coordination of large projects and project staff is preferred.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22
\$1,277 - \$2,388 Biweekly \$33,202 - \$62,088 Annually

OPENING DATE August 9, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

